

DEPARTMENT OF GENERAL SERVICES
Records Management Division

This Schedule Supersedes Schedule 612-2

SCHEDULE
NO. 612-101

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Office of the Secretary

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>NEWSPAPER CLIPPINGS:</u> Copies of published articles concerning the activities of the Department of Licensing and Regulation.	One year, then destroy
2.	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE:</u> Divided into four distinct sections: a. General Administrative - containing correspondence, reports, newspaper clippings, studies, copies of news releases, etc., arranged alphabetically by name of agency. b. General Administrative - similar to above but arranged alphabetically by subject. c. Correspondence - predominantly correspondence arranged alphabetically by name of State agency. d. Correspondence - same as No. 3 above but arranged alphabetically by name of person or outside organization.	Retain permanently correspondence, directives and other material relating to planning and policy, that illustrate the development and organization of the department. Transfer periodically to the MD State Archives. All other material retain for three years and audit, then destroy.
3.	<u>LEGISLATIVE AUDITOR'S REPORTS:</u> This file, arranged alphabetically by name of Board or Commission, contains letters of acknowledgment, examination reports, balance sheets, annual reports and statements of income, expense and fund equity.	Retain for eight (8) years from date of report, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

6-21-97

Robert M. Sullivan

Director

Date

Signature

Title

SEP

1 1993

Edward C. Papenfuss

Date

State Archivist